

Candidate Information Pack

Post Title:	Registered Manager Regulatory Services
Term:	Permanent
Hours:	37.5 hours per week
Reports to:	Head of Operations
Reports to role:	Service staff

SoLO is a welcoming, friendly and inclusive charity whose members enjoy fun and developing activities in a secure and caring environment, which is reflected in our values and ethos. Our values are central to all of our work with members, their families and others. Care and safety of all members of SoLO is paramount.

The organisation are pleased to be able to appoint an enthusiastic and committed Registered Manager to join the team.

We are looking for an innovative and inspirational person who positively promotes inclusion and has high expectations for all of our members. The successful candidate should be able to share best practice in both person-centred support and the Learning Disability sector.

SoLO offers:

- A great environment for children and adults with a learning disability with a strong community ethos
- A working environment where staff are valued and treated with respect
- Hard working, dedicated staff who strive to gain the best outcomes for all of our members
- Incredible members who love coming to our activities and services and are encouraged to learn the skills they will need for life in the community
- An enthusiastic and supportive SoLO Team who put the interests of the members first and are committed to the continual improvement of the organisation

All appointments will be subject to a satisfactory enhanced DBS check.

Applications are invited from prospective candidates who are able to demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

Job Description

Post Title: Registered Manager Regulatory Services
Term: Permanent
Hours: 37.5 hours per week
Role Reports to: Head of Operations
Reports to role: Service staff

Role Purpose
To deliver services for adults with a learning disability in accordance with the aims, objectives and values of the organisation.
Duties and Responsibilities
<ol style="list-style-type: none"> 1. Lead responsibility for Regulated Activities and Line Management/development of staff team 2. Ensure compliance with SoLO policies 3. Ensure compliance against Regulatory and Legislative requirements 4. Budget management 5. Embed SoLO's strategy and values into service delivery 6. Support SoLO's training and development programme 7. Be responsive to the needs of SoLO and its members 8. Maintaining positive collaborative working with external and internal members/staff/volunteers/carers/partners 9. Be part of SoLO's on-call service and its flexible working policy 10. Be willing to undertake other duties as required

Person Specification

Post Title: Registered Manager Regulatory Services
Term: Permanent
Hours: 37.5 hours per week
Role Reports to: Head of Operations
Reports to role: Service staff

Assessment Method: A=Application, I= Interview, R= Reference

E= Essential, D=Desirable

Qualifications		
	A, I, R	E/D
Relevant leadership and/or management qualification	A, I, R	E
Experience		
	A, I, R	E/D
Experience of leading people	A, I, R	E
Experience of management including financial management	A, I, R	E
Experience of Registered Services and Registered Manager role	A, I, R	E
Knowledge, Skills and Abilities		
	A, I, R	E/D
Understanding of the needs of people with a learning disability and associated conditions and principles of person centred support	A, I	E
Understanding of how a social care charity operates	A, I, R	D
Ability to work as part of a team with effective communication	A, I, R	E
Ability to prioritise workload and work under pressure	A, I	E
Ability to positively manage conflict and achieve resolution	A, I	E
Knowing and Understanding all areas required for Social Care Regulatory activities	A, I	E
Understanding of Confidentiality and GDPR	A, I	E
Ability to work as a positive and inspirational leader	A, I, R	E